

Personnel Committee Minutes

January 20, 2015

Chair Susan Orth called the January 20, 2015 telephonic meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Tammy Baitz, Paige Bova, Christa Coffey, Darrin Dolehanty, Martin Goldman, Brenda Rodeheffer, Cindy Spence, Emily Van Osdal, Eric Zimmerman.

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the August 26, 2014 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved on motion of Christa Coffey, seconded by Darrin Dolehanty.

New Committee Members

Chair Orth welcomed the new members who introduced themselves to the group.

Review of Recent Training

The Security Officer Conference, Wayne County District Training, Court Reporter Conferences, Bartholomew Training, and Marion County Training were reviewed. Those Committee members attending the sessions reported about their experiences. State Court Administration conducted QCSR and Financial Training in December. The attendees found the training helpful.

The two Court Reporter day-long trainings were very well received by the conferees. Ms. Davis gave permission for similar training in 2015.

2015 Trial Court Employee Conference

The Committee approved of inviting Clerks to attend this year's Conference. 100 spaces will be reserved for clerk/clerk staff as was done in 2014. If clerks do not fill those spaces, the seats will be released to allow additional court staff to attend.

The group reported that judges/court employees were very pleased that there was no limit on the number of employees from each court who could attend the 2014 Conference. The same policy will be used in 2015. The tentative agenda was discussed by the Committee.

Distance Education

Documents with the new format for Online Orientation and course outline were sent to Committee members prior to the meeting. The next Orientation class, which starts February 9, will probably be the last one in the old format. To date 545 court and clerk employees have completed the course. Also 24 Drug and Alcohol Court personnel have completed a portion as part of their educational requirements. Many more employees have participated but not completed 80% of the quizzes to receive a completion certificate.

District Training

Two district training sessions are scheduled. The first will be in Dearborn County with the topic of ethics to be presented by Brenda Rodeheffer and Compassion Fatigue by JLAP on February 27. The second one will be in Lake County with Grammar and Compassion Fatigue on May 22.

Desk and Hbook Updates

The Appointed Judicial Officers, Court Reporter and Senior Judge Handbooks are in the process of being revised.

New Business

Vicki Davis presented a potential project for the Committee's consideration. She proposed developing a handbook for court/clerk staff to use when working with litigants without lawyers. The handbook would provide guidance on how to give pertinent information with giving legal advice. Michigan has developed good materials in this area. The idea had very strong support from Committee members.

Chair Orth asked that members volunteer to serve on a subcommittee to develop a handbook. Brenda Rodeheffer, Christa Coffey, Eric Zimmerman, Vicki Davis will work on the project with Judge Orth.

Respectfully submitted,

Barbara Arnold Harcourt